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## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Summary of Negro Employment

2. TYPE  
OF  
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

annually

6. DISTRIBUTION (No. of components not  
number of copies)

1

7. FORMAT (memorandum, form,  
computer print-out, etc.)

memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Director of Personnel

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

Plans Staff

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

Minority Group Study

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR
GS-14	11.96	4	47.84	1	49.29
GS-04	2.81	1/2	1.45		

## B. COSTS OF COMPUTER PRODUCED REPORTS

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## TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To provide staff analysis of progress made in Negro utilization.

## 14. FUTURE GOALS

15. DATE OF INVENTORY STAT 1 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION [ ] Chief, Plans Staff		18. EXTENSION [ ]	
16. ACTION PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE		ESTIMATED SAVINGS MAN-HOURS		DOLLARS	
OTHER (explain) [ ]					

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